



Charter Township of Bloomfield
Freedom of Information Act Fee Calculation Form

Requestor Name: Chance Ackley-Smith

Date: 09/24/2026

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act (FOIA), MCL 15.234, according to the Township's FOIA Policies and Guidelines.

These costs will be charged in 15-minutes increments as set by the Bloomfield Township Board of Trustees. All labor costs include hourly wage plus 50% of fringe benefits (100% if documents are available on our website).

Labor Cost to Search, Locate, Examine: This fee is being charged because failure to do so will result in unreasonably high costs to the Township due to the nature of this request.

Department (Choose a dept. from the drop down menu)	Factor Number(s) (See page 3 for listing)	Hourly Fee	Time (list in hourly increments – every 15 minutes equals .25. Example: 1 hour and 15 minutes = 1.25)	Total Cost
Police Dept	1,2	\$ 79.20	1.50	\$ 118.80
Clerk's Office	2	\$ 18.83	0.25	\$ 4.71
Accounting Dept	2	\$ 24.04	0.25	\$ 6.01
				\$ 0.00
				\$ 0.00
				\$ 0.00

TOTAL COST FOR ALL DEPARTMENTS: \$ 129.52

Labor Cost for Separating Exempt from Non-Exempt (Redacting): This fee is being charged because failure to do so will result in unreasonably high costs to the Township due to the nature of this request.

Department (Choose a dept. from the drop down menu)	Factor Number(s) (See page 3 for listing)	Hourly Fee	Time (list in hourly increments – every 15 minutes equals .25. Example: 1 hour and 15 minutes = 1.25)	Total Cost
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

Contracted Labor (Actual cost cannot exceed \$74.88, which is 6x the current state minimum hourly wage.)

Name of Contracted Firm	Factor Number(s) (See page 3 for listing)	Hourly Fee	Time (list in hourly increments – every 15 minutes equals .25. Example: 1 hour and 15 minutes = 1.25)	Total Cost
				\$ 0.00
				\$ 0.00
				\$ 0.00

TOTAL COST FOR ALL DEPARTMENTS/FIRMS: \$ 0.00



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Labor Cost Copying/Duplicating Township Documents

Hourly Fee	Time (list in hourly increments – every 15 minutes equals .25. Example: 1 hour and 15 minutes = 1.25)	Cost
		\$ 0.00

Materials Cost for Copying/Duplicating Township Documents

	Paper: Letter, Legal, Ledger = \$0.10 per sheet	Thumb Drive: 4G = \$2.34 per drive	Thumb Drive: 8G = \$2.46 per drive
Number:			
Cost:	\$ 0.00	\$ 0.00	\$ 0.00

TOTAL COST FOR COPYING/DUPLICATING TOWNSHIP DOCUMENTS:	\$ 0.00
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Costs for locating, copying/duplicating records available on the Township's website

Labor Cost

Hourly Fee	Time (list in hourly increments – every 15 minutes equals .25. Example: 1 hour and 15 minutes = 1.25)	Cost
		\$ 0.00

Materials Cost

	Paper: Letter, Legal, Ledger = \$0.10 per sheet	Thumb Drive: 4G = \$2.34 per drive	Thumb Drive: 8G = \$2.46 per drive
Number:			
Cost:	\$ 0.00	\$ 0.00	\$ 0.00

TOTAL COST FOR LOCATING, COPYING/DUPLICATING RECORDS AVAILABLE ON THE TOWNSHIP'S WEBSITE:	\$ 0.00
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Commercial Vendor (Customer Requested)

Name of Vendor (Example: ARC)	Cost – Provide copy of vendor receipt to requestor

Mailing Costs (Customer Requested)

List of all supplies used for mailing FOIA documents	Actual cost for materials and postage



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Subtotal for all applicable costs from pages 1 & 2	\$ 129.52
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Credits – if applicable:

Credit Reason	Credit Amount
Good Faith Deposit Amount	\$ 0.00
Deposit amount due to previous FOIA not paid in full (may be up to 100%)	\$ 0.00
Indigent Waiver (\$20) – may occur twice in one year & must provide proof	\$ 0.00

*Total Due (subtotal minus any credits)	\$ 129.52
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***Balance must be paid before delivery of documents**

Factors:

The following factors shall be used to determine an unreasonably high cost to the Township:

- 1) The volume of the public record(s) requested.**
- 2) The amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested takes more than 15 minutes to complete.**
- 3) Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.**
- 4) The available staffing to respond to the request.**
- 5) Any other similar factors identified by the FOIA Coordinator (or designee) in responding to the particular request.**

The Public Summary of the Township's FOIA Procedures and Guidelines is available on the Township website: <https://www.bloomfieldtwp.org/clerk/request-for-public-records/>

Email: clerk@bloomfieldtwp.org

Phone: (248) 433-7702

Address: 4200 Telegraph Rd., Bloomfield Hills, MI 48302

Completed by:

Date:

Department: